United States Department of State

Foreign Affairs Manual

14 FAM – Logistics Management

Change Transmittal: LOG-69
Date: March 24, 2010

14 FAM 560
ALLOWABLE TRAVEL AND MISCELLANEOUS EXPENSES

Changes

1. **14 FAM 560, Allowable Travel and Miscellaneous Expenses**:

   - Minor acronym and reference corrections and editorial changes throughout.

   - **14 FAM 567.2-4, Business Class Travel**: Includes domestic partner as defined in 3 FAM 1610.

2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.

3. Revisions since the last update appear in *italic* and *dark magenta*. Other than formal titles, the italic and dark magenta will be removed the next time the material is updated. Only current changes will appear in italic and dark magenta. Italic and dark magenta provide a historical record of changes.

4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAM 560 (CT:LOG-67, 10-07-2009; 35 pages) and replace it with revised subchapter 14 FAM 560 (36 pages).

2. After inserting the material in the binder, insert this Change Transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:LOG-69 and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.

2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).

3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(**A/LM**)